

**Indiana SPF SIG
Training and Outreach Workgroup Meeting
July 10, 2007**

Attending: Eric Martin, Marcia French, Lisa Hutcheson, Tonya (Richards) Smith, Dave Bozell, April (Angermeier) Schmid, Mary Lay, Janice Lee

Minutes – previous meetings minutes (June 26) were approved

Contracting Process

Marcia indicated that both the ICJI and IPRC contracts have gone out but the other contracts have not left the FSSA offices yet. She hoped that the contracts would go out by the end of the week. There was some discrepancy with the start up funds and the amount was listed as a quarterly income instead of a one time payment – this was adjusted. Awardees can take administration costs from the start up fees, and will also be able to pay interest out of these funds if a “floater” loan is required. Out of the 6 communities funded in the north, Marcia anticipates that only one will need a “floater” loan (Marcia will speak with that county regarding the loan process and assist them with that if necessary). Mary suggested that Marcia monitor the progress of the contracts with the CMS number which will allow her to track the contracts through the state system.

Mary brought of the fact that, as in previous situations, grantees are not legally obligated to do any work on the project until the contracts are signed so to remember that as we being requiring them to attend training. Marcia felt that communities that were advanced enough to move ahead with the project would do so, and those communities who were not would receive extra technical assistance from the SPF SIG staff. All site visits for all awardees are now scheduled to be completed by the second week of August.

Marcia is developing an outline of the workgroups and benchmarks for communities to use as a tool to replicate.

IAPP training /September 24-25 meeting

Awardees are still required to attend IAPP training, even if they don't have start up money. Tonia stated that the difference between IAPP training and the CADCA SPF SIG training is that CADCA focuses more intently on the SPF SIG process and IAPP focuses more intently on ATOD training. She suggested that awardees consider applying for IYI funding to attend the training (only one person from each organization could receive funding if accepted). The deadline for application is August 10 in order to receive funding for the September 24-25 training.

Marcia will work on an agenda for September and will have it for the next meeting. Preliminary segments include an overview of SPF SIG and the process, organizational set-up, logic models, stakeholder buy-in, financials, developing a strategic action plan and a segment on each workgroup (training/outreach, cultural competency, evaluation)

Marcia asked for volunteers to facilitate each learning segment:

- * SPF SIG overview –
- * Organizational set-up (by-laws or guiding principles, organizational chart, developing local workgroups, etc.) – Rebecca with Marcia assisting
- * Stakeholder buy-in – Merrill Hatlen and/or Eric Martin
- * Financials (programmatic and fiscal reporting procedures, flow of funding, etc.) –
- * Training/outreach workgroup – Paula and April
- * Cultural competency – Maggie Lewis
- * Evaluation – Eric Wright
- * Writing a strategic action plan – it was suggested that there be a more intensive training devoted to this topic later this year or early 2008. The session in September will be an “overview” to encourage communities to begin thinking about moving into the programmatic phase.

Eric suggested grouping the topics to create a natural flow or progression during the two days:

Section 1: Organizational set-up and workgroup development

Section 2: SPF SIG process, logic models, stakeholder buy-in

Section 3: financials, review of contracts and special conditions

Marcia will contact each presenter regarding the amount of time needed for each segment.

There was discussion about whether or not to divide the groups and it was decided that in order to begin to build a cohesive and supportive network, all awardees should attend sessions together. April volunteered to do some ice breaking/team building exercises during the training. The first day will begin at 10 a.m. to allow those who can to drive in to cut down on hotel expenses. Janice is checking on a rate for the Marriott.

MVOV Conference

Marcia indicated there was a needed replacement for staff from Paula’s office for the logic model workshop (possibly Sheila Nesbitt and Marcia).

**Next meeting:
July 24th, 8:30
3 West, IGCS**

Submitted by: Lisa Hutcheson